

STATE OF CONNECTICUT

DEPARTMENT OF INFORMATION TECHNOLOGY

CONTRACTS & PURCHASING DIVISION

101 East River Drive, 4th Floor

EAST HARTFORD, CT 06108-3274

Purchasing Contact:

Jacqueline Shirley, PSO I

Telephone Number:

860-622-2327

E-mail Address:

Jacqueline.Shirley@po.state.ct.us

CONTRACT AWARD NO.:

**990-A-25-7014
03ITZ0231**

CONTRACT AWARD DATE:

September 29, 1999

SUPPLEMENT DATE:

September 2, 2003

EXPIRATION DATE:

September 30, 2004

CONTRACT AWARD SUPPLEMENT # 2

IMPORTANT: THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.

COMMODITY CLASS/SUBCLASS AND DESCRIPTION: Microfilming Services

FOR: Connecticut State Library 231 Capitol Avenue Hartford, CT 06106		TERM OF CONTRACT / DELIVERY DATE REQUIRED: October 1, 2002 to September 30, 2004	
		AGENCY REQUISITION NUMBER:	201335
CHANGE TO IN STATE (NON-SB) CONTRACT VALUE	CHANGE TO DAS-CERTIFIED SMALL BUSINESS CONTRACT VALUE	CHANGE TO OUT OF STATE CONTRACT VALUE	CHANGE TO TOTAL CONTRACT AWARD VALUE
		\$ 11,439.47	\$ 11,439.47

NOTICE TO CONTRACTORS: This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made.

INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

NOTE: Dollar amounts listed next to each contractor are possible award amounts, however, they do not reflect any expected purchase amounts (actual or implied). They are for CHRO use only.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Director concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

CASH DISCOUNTS: Cash discounts, if any, shall be given SPECIAL ATTENTION, but such cash discount shall not be taken unless payment is made within the discount period.

PRICE BASIS: Unless otherwise noted, prices include delivery and transportation charges fully prepaid f.o.b. agency. No extra charge is to be made for packing or packages.

CONTRACTOR INFORMATION:

Company Name: **Eastern Micrographics - D/B/A New England Archives Center**

Address: **624 Hampden Street, Holyoke, Mass. 01040**

Tel. No.: **413-532-1465**

Fax No.:

Contract Value: **\$ 11,439.47**

Contact Person: **Mr. Brian Colton**

SSN/FEIN No.: **042-687-606**

Delivery: **FOB Apple, Apple pays freight**

Certification Type (SBE, MBE, WBE or None): **None** Terms: **Net 45 Days**

Agrees to Supply Political Subdivisions:

Company E-mail Address and/or Company Web Site:

SUPPLEMENT #5 Changes/Updates the following:

- **Extends the contract award expiration date for an additional year to September 30, 2004**

ALL OTHER TERMS & CONDITIONS REMAIN THE SAME

APPROVED _____

Director of Contract & Purchasing Division

(Original Signature on Document in Procurement Files)

Date Issued: September 2, 2003

THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.
SP-8 (IT) REV. 8/97

STATE OF CONNECTICUT
DEPARTMENT OF INFORMATION TECHNOLOGY
PURCHASING DIVISION
340 CAPITOL AVENUE
HARTFORD, CT 06106

CONTRACT AWARD NO.

990-A-25-7014

DATE AWARDED

September 29, 1999

DATE BID OPENED

September 16, 1999

CONTRACT AWARD- SUPPLEMENT #1

DATED: September 27, 2002

COMMODITY CLASS/SUBCLASS AND DESCRIPTION		
FOR: Connecticut State Library 231 Capitol Ave. Hartford, Connecticut 06106	REQUIREMENT PERIOD: Three Year Contract: October 1, 2002 to September 30, 2003	
	FOR CHRO USE ONLY	
DELIVERY: As To Bid Requirements	VENDOR CONTACT:	Brian Colton 413-532-1465
AGENCY REQUISITION NUMBER: 201335	CONTRACT VALUE:	\$ 11,439.47

NOTICE TO CONTRACTORS: This notice of award is not an order to ship. Purchase Orders against contracts will be furnished by the using agency or agencies on whose behalf the contract is made. INVOICE SHALL BE RENDERED DIRECT TO THE ORDERING AGENCY.

NOTICE TO AGENCIES: A complete explanatory report shall be furnished promptly to the Purchasing Division concerning items delivered and/or services rendered on orders placed against awards listed herein which are found not to comply with the specifications or which are otherwise unsatisfactory from the agency's viewpoint, as well as failure of the contractor to deliver within a reasonable period of time specified. Please issue orders and process invoices promptly.

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NAME AND ADDRESS OF CONTRACTOR(S):

TERMS

**THIS SUPPLEMENT #1 IS BEING ISSUED TO EXTEND THIS CONTRACT
ANOTHER YEAR**

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

APPROVED

**Holly Miller-Sullivan, Director
Contracts and Purchasing Division**

Issue Date: September 27, 2002

THIS IS NOT A PURCHASE ORDER. DO NOT PRODUCE OR SHIP WITHOUT AN AGENCY PURCHASE ORDER.
SP-8 (IT) REV. 8/97

STATE OF CONNECTICUT
DEPARTMENT OF INFORMATION TECHNOLOGY
PURCHASING DIVISION
340 CAPITOL AVENUE
HARTFORD, CT 06106

CONTRACT AWARD NO.

990-A-25-7014

DATE AWARDED

September 29, 1999

DATE BID OPENED

September 16, 1999

CONTRACT AWARD

COMMODITY CLASS/SUBCLASS AND DESCRIPTION

FOR:
Connecticut State Library
231 Capitol Ave.
Hartford, Connecticut 06106

REQUIREMENT PERIOD:
Three Year Contract:

October 1, 1999 to September 30, 2002

FOR CHRO USE ONLY

DELIVERY:
As To Bid Requirements

VENDOR CONTACT:

Brian Colton
413-532-1465

AGENCY REQUISITION NUMBER:
201335

CONTRACT VALUE:

\$ 11,439.47

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NAME AND ADDRESS OF CONTRACTOR(S):

TERMS

Eastern Micrographics
D/B/A New England Archives Center
624 Hampden Street
Holyoke, Mass. 01040

Att. Mr. Brian Colton
413-532-1465

FEIN # 042-687-606

APPROVED _____

Donald J. Maloney, Director
Contracts and Purchasing Division

Purchasing Contact Paul Karbowski
Paul.karbowski@po.state.ct.us
860-566-4788
860-566-6761 FAX

Microfilming #documents

- Price per Microfilm \$.02675 per image
- Price per Duplicate Microfilm \$ 7.00 per roll

Microfiche #pages

- Price per Master Microfiche \$.039 per image/frame
- Price per Duplicate Microfiche \$.088 per fiche

I.. SCOPE

This contract Award between the Connecticut State Library and the microfilming vendor applies to state government records reproduced in microform for the Connecticut State Library according to the standards/specifications outlined in **General Letter 96-2: Required Minimum Microfilming Standards for Public Records** (Office of the Public Records Administrator and State Archives) and **ANSI/AIIM MS5-1992, Micrographic Microfiche. (R1998)**

- A. The vendor agrees to film approximately 150,500 pages of the 1999, 2000 and 2001 Sessions of the Connecticut General Assembly House and Senate Proceedings and Joint Standing Committee Public Hearings; and approximately and;
- B. 117,000 pages from the 1998, 1999, and 2000 Connecticut General Assembly Permanent Bill File Archive per the referenced standards and practices. However, these figures may vary depending on the number of pages which are actually generated during the referenced sessions of the Connecticut General Assembly.
- C. PROCEEDINGS & HEARINGS: The vendor shall produce the following microfiche for each Session of the Connecticut General Assembly House & Senate Proceedings and the Joint Standing Committee Hearings:
 - One silver negative, first generation master microfilm at 42X reduction, 325 frame/fiche and from that:
 - 23 diazo reference copies.
 - Fiche title strips are to be color coded as follows: HOUSE-BLUE; SENATE-RED; HEARINGS-YELLOW; INTERIM HEARINGS-TAUPE OR BROWN;
 - Title strips are to be labeled per instructions from the Connecticut State Library and must include the year, type of document, volume number, part number, page number(s) and fiche number.
- D. PERMANENT BILL ARCHIVE: The vendor shall produce the following roll film for each Session of the Connecticut General Assembly Permanent Bill Archive:
 - One silver negative, first generation master roll film at 29X reduction ratio of approximately 2400 images per roll and;
 - one diazo duplicate.

II. PRICES

- A. Prices shall be for all aspects of the project in cost per frame to include duplication and shipping. Prices shall also indicate total rolls or fiche to be filmed and cost per roll or fiche for diazo duplicates. Price quotation by microfilm vendor should be attached to contract.
- B. All prices shall remain in effect for the duration of the project.

III. COPYRIGHT

All microfilm produced by microfilm vendor is the property of the Connecticut State Library. No part of the microfilm may be sold, given away, or duplicated without expressed written **permission of the Connecticut State Library.**

IV. SPECIFICATIONS

All work is to be done for Connecticut State Library according to standards referenced in this contract. These specifications, guidelines, and standards apply to the microfilming of the Connecticut General Assembly records, processing, duplicating, and inspecting the film. The microfilm vendor must adhere to these directives. Any deviations from the guidelines will be given to the microfilm vendor in writing.

- A. **READABILITY:** Since the final products will be roll film and microfiche to be used by the public in a broad range of microfilm readers, optimum readability shall be the determining factor throughout the preparation and filming process.
- B. **RESOLUTION:** First generation microfilm shall provide a high resolution quality to allow duplication through as many as three generations. For the master negative (first-generation), a quality index of 7.1-8.0 is expected. Variation from this expectation, with specific information regarding how factors other than the Q.I will affect desired reduction and resolution, must be communicated to the Library and resolved prior to filming.. Succeeding generations should exhibit a loss of not more than one resolving power pattern per generation. The resolution will be determined by finding the lowest pattern resolved on any of the 5 test charts in the frame at the beginning and, again, at the end of the reel or fiche.
- C. **DENSITY:** When filming dissimilar documents, densities should be set for the worst case scenario. Base plus fog density of unexposed, processed films should not exceed 0.10. Where possible, background densities for images shall be between .80 and 1.5 depending on the contrast of the original material. Please refer to **ANSI/AIIM MS23-1991-Practice for Operational Procedures/Inspection and Quality Control of First-Generation, Silver Microfilm of Documents, section 5.1.4(Background density) and 8.3.5 (Density)**
- D. **RESIDUAL THIOSULFATE:** Methylene blue tests to detect residual thiosulfate shall be carried out whenever chemicals are changed. If any tests shows that the residual thiosulfate level is unacceptable, all film processed since the last preceding test shall be rewashed and inspected. Copies of test results shall be sent with the film to be inspected. Silver halide microfilm must be developed only with an organic developing agent that is compounded to produce an essentially black image, fixed in a thiosulfate bath, and washed with water to remove residual hypo (sodium thiosulfate). Under no circumstances should any use be made of developers that are intended to produce stained or colored images, or of so-called hypo eliminators. The maximum permissible concentration of thiosulfate ion residue on the microfilm after processing will not be greater than 0.014 when determined by the test methods described in **ANSI/NAPM IT9.17-1993. See also ANSI IT9.1-1996, section 6.4.**
- E. **CAMERA:** Filming shall be done on a planetary camera with variable pulldown. The camera shall be capable of high resolution. The standard resolution for the film produced on a planetary camera should be 100 lines per millimeter. A loss of no more than one pattern on the resolution target is acceptable for each generation of microfilm produced.

V. QUALITY CONTROL INSPECTION, ERRORS AND DELAYS:

- A. Each roll of first generation film and each set of first generation fiche shall be inspected frame-by-frame by the Connecticut State Library for visual transverse density and readings shall be taken with a densitometer. The Library will also determine whether all bibliographic requirements have been met and whether all pages have been filmed and appear in the proper sequence. Each roll of second generation film and each set of second generation fiche shall be checked by the Library for density and resolution and inspected for scratches, abrasions, spots or other defects that will affect legibility.
- B. Any errors made by the microfilm vendor, which are identified during the inspection process, shall be corrected or the rolls refilmed without additional charge within 30 days of the microfilm vendor's receipt of items for correction. Any extra transportation or mailing cost resulting from such errors shall be paid for by the microfilm vendor.
- C. Additional microfilm vendor errors shall be corrected at no expense to the Connecticut State Library if identified with one year of the completion date (last date of filming) of the project.

- D. Connecticut State Library reserves the right to specify additional filming methods and instructions for any and all items should this become necessary.
- E. The filming methods and instructions such as reduction ratio, image placement, and arrangement of records for each record series shall not be changed by the microfilm vendor without prior consent from the Connecticut State Library.
- F. If any records cannot be filmed in the manner specified after consultation with the Connecticut State Library, it shall be returned by the microfilm vendor with justification for its rejection. The Connecticut State Library can at the time contract with another vendor to complete the portion of the project that the vendor can not complete.
- G. The microfilm vendor shall permit representatives from the Connecticut State Library to inspect the filming facility during its normal working hours at any time during the contract period.
- H. Failure of the microfilming vendor to meet the requirements and microfilming standards shall constitute default. Connecticut State Library shall notify the microfilm vendor in writing of unsatisfactory service, poor workmanship, or poor delivery. Failure of the microfilm vendor to correct the conditions of default at its own expense or to come to an amicable solution with the Connecticut State Library within thirty (30) days all constitute default.

VI. SUBCONTRACTING

All services (microfilming, processing, duplicating, and quality control) shall be done on the premises of the microfilm vendor by an experienced camera operator. **Subcontracting is not permitted unless written permission is granted by the Connecticut State Library.**

VII. INSURANCE AND SECURITY

The microfilm vendor shall insure, at no charge to the Connecticut State Library all materials against loss or damage from any cause, from the time they leave the Connecticut State Library until they are returned. Each filming shipment is to be insured while in transit and while in the filming facility. The limit of liability for an item lost or destroyed shall be a sum which will **cover the cost to the Connecticut State Library of processing an acceptable replacement item.**

VIII. COMMUNICATION

A representative from the microfilm vendor shall be appointed to coordinate the project with the Connecticut State Library. The representative shall be thoroughly familiar with the terms of this contract and shall have an in-depth knowledge of technical micrographic issues and demonstrate a concern for the special requirements of legal document microfilming.

IX. PREPARATION AND TARGETING

- A. The Connecticut State Library shall provide camera ready copies. Assembly, disbinding, flattening, repair and collation of the files, and preparation of informational targets and additional instructions shall be the responsibility of the Library**
- B. residual thiosulfate test certificates, etc. as outlined in General Letter #96-2.
- C. Targets shall comply with the Part 4: Assuring Integrity and Authenticity of the Original **Records.**
- D. The Connecticut State Library will provide informational targets, series descriptions, indexes, **and other appropriate finding aids as necessary to aid researchers in use of microfilm.**

X. PICKUP AND DELIVERY

- A. Microfilm vendor shall maintain a log acknowledging receipt of each shipment of records and shall make this log available upon request of the Connecticut State Library.**
- B. All targets and records packed by the Connecticut State Library in one shipment shall be returned together in a single delivery shipment.**

C. The vendor will send someone to pick up and return the documents, insuring them at all times. Pick-up and delivery by a third party shipping company, such as, UPS, is not desirable. Any rework required due to negligence of the vendor or its employees, or due to malfunction of the vendor's equipment; or due to defects in materials furnished by the vendor, shall be done at the vendor's expense. The Library shall have up to thirty days after receipt of film to inspect and accept completed film, with an additional thirty days after receipt to inspect any corrected or refilmed reels.

D. Original documents are to be returned to the Library after filming. The vendor will send someone to return the documents, insuring them at all times. Return and delivery by a third party shipping company, such as UPS, is not desirable.

E. Payment will be authorized upon completion of the Library's inspection and final acceptance of completed microfilm, and upon the submittal of a bill by the vendor. The Library shall have up to thirty days upon receipt from the vendor to inspect the initial versions of the completed work, and an additional thirty days upon receipt to inspect corrected and/or refilmed reels or fiche. No payment will be authorized until the Library has inspected and accepted all generations of film, including corrected and/or refilmed reels or fiche.. Corrected film will be returned to the Library within 25 days from pick-up.

XI. SPECIAL MICROFILMING

Methods of microfilming other than those specified in this contract and General Letter #96-2 may occasionally be requested by the Connecticut State Library. Specifications for services not described in this contract and rates charged for these services shall be provided on request from the microfilm vendor. Any special treatment requiring extra charges shall not be carried out by the microfilm vendor without the express permission of the Connecticut State Library.

XII. INVOICES

The microfilm vendor shall provide detailed invoices for each completed shipment within 14 days of delivery of the shipment to the Connecticut State Library. Invoices shall reflect the price structure delineated in this contract. They shall reflect the master negative numbers and shall include the number of exposures filmed and the charge per exposure, the number of rolls produced, the number of duplicate rolls, and any other itemized charges, and total charges for shipping.

XIII. PACKAGING

- A. All packaging conditions should comply with ANSI/NAPM IT9.11-1993.
- B. Microfilm shall be wound per instructions and referenced standards in ANSI/AIIM MS23-1991 on non-corroding, chemically inert plastic or metal reels as specified in ANSI/AIIM MS34-1990.
- C. Microfilm boxes shall be labeled as follows: 1998 Connecticut General Assembly Bills & Resolutions: Reel 1: Senate Bills 1-300; Reel 2: Senate Bills 300-600; Reel 3: House Bills 5001-5500; Reel 4: House Bills 5501-6000, 7001, 8001; Reel 5: Senate Resolutions 1-23; Senate Joint Resolutions 1-23, 301, 305, 401, 403; House Resolutions 1-15, 20,25; House Joint Resolutions 1-120, 303, 404.
- D. Microfilm shall be boxed in archival storage containers in compliance with ANSI/PIMA IT9.2-1998. Labels and fastener strips shall be in compliance with ANSI/NAPM IT9.11-1993 and ANSI/PIMA IT9.2-1998. Rubber bands shall not be used to secure film on the reel.
- E. Each microfiche set shall be collated and each microfiche card shall be placed in an individual white archival envelope.